



## Director, Internal Audit

**Department:** Internal Audit

**Class Code:** 7213

**EEO Code:** 21

**FLSA:** E

**Effective:** 01/05/1994

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### **GENERAL STATEMENT OF DUTIES:**

Under administrative direction; performs work of considerable difficulty in directing and managing the internal audit functions of the County; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Directs and supervises department functions, assigns work, prepares department goals and objectives, prepares and administers department budget; makes personnel decisions regarding employee selection, disciplinary action and promotion; coordinates internal audit activities with external auditors conducting special and annual audits; plans and implements an annual program of internal audits based on available resources, needs and requirements; ensures County departments and Schools are correctly accounting and reporting financial data, have established adequate procedures, systems and controls for safeguarding assets, and are operating in compliance with State and Federal rules and regulations; assists external auditors in completion of the annual audit; coordinates and assists in preparation of management comments for Comprehensive Annual Financial Report; renders independent opinions on financial information, provides technical advice and guidance to County departments regarding internal audit matters; consults with regulatory agencies; performs special audits as requested; monitors County bingo/raffle permit holders for adequacy of financial records and compliance with State and County bingo statutes; develops an integrated EDP audit program; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Comprehensive knowledge of the principles and practices of accounting, auditing and internal control; of State and Federal rules and regulations concerning accounting and auditing procedures; of statistics and computer science; of personnel management and budget administration; of County government functions; comprehensive skill in planning and directing internal audits; considerable skill in written and verbal communication; in making personnel decisions; and in budget administration.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of core course requirements for a master's degree in business, accounting or related field and five years of supervisory level internal auditing or public accounting experience; or an equivalent combination of training and experience. CPA or CIA required.

### **ADDITIONAL REQUIREMENTS:**

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.